

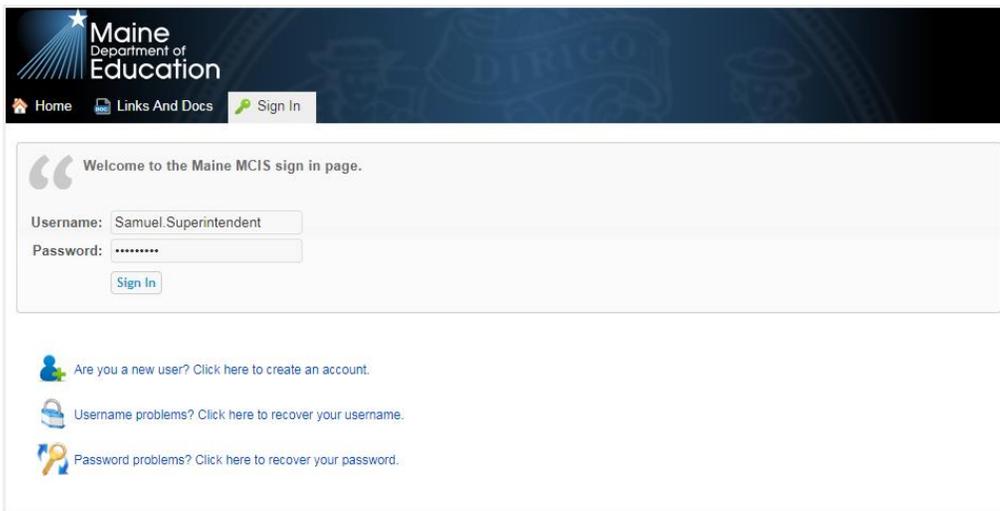


# Maine Educator Information System (MEIS)

## A Guide for Superintendents

### How to assign a district chairperson to your district

- 1.) Log in to the Maine Educator Information System with your credentials.



- 2.) Select the “DSTSUP – District Superintendent” role.



- 3.) Select “Set up District Chairperson/s”.

- 4.) This will bring up a screen that shows you your District Chairperson Assignments and allows you to assign a new District Chairperson/s. To assign a new District Chairperson/s select “Assign a District Chairperson”.

- 5.) Select “Find Educator”.

- 6.) Enter the Educator ID, NEO Staff ID or SSN for the desired District Chairperson. Please be sure to also add the Chairperson for the Superintendent's Region so they can recommend administrator renewals. Select Search.

The screenshot shows the 'Add District Chairperson Assignment' form. The 'District' dropdown is set to 'Lewiston Public Schools'. The 'Educator' field is 'Not Yet Assigned' with a 'Find Educator' button. Below are checkboxes for 'Teacher Chairperson', 'Admin Chairperson', and 'Ed Tech Chairperson'. A red modal box is overlaid on the form with the title 'Please Enter the Educator Search Field(s) and Click Search'. Inside the modal, there are input fields for 'Educator ID', 'NEO Staff ID' (masked with dots), and 'SSN', followed by a 'Search' button. A yellow arrow points to the 'Search' button. At the bottom of the modal are 'OK' and 'Cancel' buttons.

- 7.) The name of the individual should appear. Select "OK".

This screenshot is identical to the previous one, but the search modal now displays the name 'ERIN EDUCATOR' in a red box. A yellow arrow points to this name. The 'OK' button at the bottom of the modal is also highlighted with a yellow arrow.

- 8.) Check all that apply (Teacher Chairperson, Admin Chairperson and/or Ed Tech Chairperson). Select "Submit".

The screenshot shows the 'Add District Chairperson Assignment' form. The 'District' is 'Lewiston Public Schools' and the 'Educator' is 'ERIN EDUCATOR'. The checkboxes for 'Teacher Chairperson', 'Admin Chairperson', and 'Ed Tech Chairperson' are all checked. A yellow arrow points to each of these checkboxes. At the bottom of the form, the 'Submit' button is highlighted with a yellow arrow.

- 9.) At this point you will be brought back to the “District Chairperson Assignments” screen and should see a “Record saved successfully” message at the top of page. Please note that if it reads “Missing” under “Login Account” then the district chairperson still needs to create their account in the system.

Record saved successfully. ✕

### District Chairperson Assignments

**Please Note:**

District:  Search

Assigning a chairperson to a district is allowed by District Superintendent and DOE staff members (upon request on a specific district's behalf). Chairpersons that are assigned on this screen will have the authority for that chairperson's assigned district to approve endorsements for renewal, upgraded certificates, or alternate certificates based on requirement status at the time of recommendation.

When assigning a chairperson it is important to mark each area of responsibility: Teacher, Administrative, or Education Technician. The chairperson will only have the ability to recommend educators for which they were assigned recommending authority.

If the chairperson being added already has an account in the MCIS system then it will automatically be assigned the chairperson role for the assigned district. If the chairperson being assigned does not already have an account in the MCIS system then the chairperson role will be automatically granted as soon as their login account is associated with an educator in the MCIS database. If the chairperson shows "Missing" under Login Account in the table below they will need to be notified to create a login account at the MCIS sign in web page.

District Chairperson Assignments										Assign a District Chairperson		
	Staff ID	First Name	Last Name	District	Teacher	Admin	Ed Tech	Login Account	Create Info	Update Info		
<a href="#">View</a>	<a href="#">Edit</a>	000001	ERIN	EDUCATOR	Lewiston Public Schools	Yes	No	No	Missing	Samuel.Superintendent Apr 23 2018 3:43PM	Samuel.Superintendent Apr 23 2018 3:43PM	<a href="#">Delete</a>